

**HOOKSETT VILLAGE WATER PRECINCT  
MINUTES OF March 29, 2022**

Present at the meeting were: Commissioners Michael Jache, Russell Pelletier, Michael St. Germain, James O'Brien Office Manager/ Nancy Philibotte, Treasurer Scott Ewing, Supt. Michael Heidorn, Attorney BJ Branch, Jenna Rzasa/Tata & Howard Absent: Commissioner/Chairman Todd Smith,

Meeting opened at 6:05 p.m. Michael Jache acted as Chairman

Motion made by Russell Pelletier seconded by James O'Brien to accept minutes for February 22, 2022 meeting.

**Treasurer's Report:**

Cleared balance as of February, 2022: \$209,747.67

Uncleared transactions of \$21,553.20 leaving a Register balance \$188,194.47

NHPDIP balance: \$504,156.70 int: 7.90

Report accepted as presented by Russell Pelletier seconded by James O'Brien

**Collector's Report:**

Month opened with \$99,128.10 due, \$-552.05 backdated items \$0.00 quarterly billing, \$652.55 final bills, \$-96,217.05 collections \$2,495.00 misc. \$0.00 refund, \$ 0.00 return check \$ -314.46 adjustments, \$ 7,309.73 penalties, leaving \$12,501.82

Report accepted as presented by Russell Pelletier seconded by Michael Jache

**Superintendent's Report:**

1. Misc. admin
2. Bills/Financials
3. Water Quality
4. Water Use/diversion
5. Pike Quarry
6. Training
- 7 Planning &Construction
8. Mapping & GIS
9. Pump House/Scada
10. New Source
- 11.Cross-Connection Control
12. Misc. Field Projects
13. DES Sanitary Survey

**Attorney Report:**

Legal paperwork presented to Board to purchase land at 31 Pine St. Hooksett. Seller to sign, Michael Jache to notarize.

Motion made by James O'Brien seconded by Russell Pelletier to transfer \$28,000.00 (Purchase of land) and \$465.58 (Filing fees) from HVWP Source Development & Infrastructure Preservation Trust Fund – Land at 31 Pine Street

Discussion re: Cell tower on Manor Drive

BJ to continue discussions with Manchester Sand Attorney. Update at next meeting.

**Old Business:**

Commissioners received draft MOU between Town of Bow and Hooksett Village Water Precinct – need to forward any comments to Mike H/BJ

**New Business:**

Motion made by James O'Brien seconded by Russell Pelletier to acknowledge the approval by the Town Council at their March 9<sup>th</sup> meeting of the HVWP boundary expansion.

Motion made at 7:40 by James O'Brien seconded by Michael Jache to extend meeting up to 8:00 pm

Motion made by James O'Brien seconded by Russell Pelletier since New Hampshire law requires yearly renewal of policies for those policies to be considered effective, that we renew and approve all policies currently in existence without amendment.

Voice vote taken. All Approved.

Motion for Housekeeping made by James O'Brien seconded by Russell Pelletier at All matters upon which a consensus was reached during tonight's meeting, but where there may not have been a separate and distinct motion, be formally approved by the Board via this motion. Voice vote taken. All approved.

Motion made by James O'Brien seconded by Russell Pelletier to Indemnify and defend All Commissioners and employees from financial exposure from any and all claims arising out of the performance of their duties. Voice vote taken. All Approved.

Meeting adjourned at 7:57 Motion made by Michael Jache seconded by James O'Brien

Respectfully submitted by : Nancy Philibotte

# HVWP SUPERINTENDENT'S REPORT

March 29, 2022

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and processed payroll/bills/deposits. Completed field component of CY21 financial audit with Plodzik & Sanderson, with positive initial results. Additional meter changeout coordination ongoing. Completed comprehensive update of meter serial #, size, model and type for billing system. Updated web site to include tank/TIF project info, 2022 rates, annual water quality report and new employment page. Prepared summary of billing procedures. Updated policy manual.
2. **Bills/Financials** – Mar. 28<sup>th</sup> P&L statement shows estimated 2022 operating revenues at \$344K (or 24%) and expenses at \$339K (or 24%) at 24% of the way through the CY22 budget. Balances as of Feb. 28<sup>th</sup> are TD account = \$96K and PDIP account = \$504K. Sent out 172 late notices on total outstanding balance of \$38K (15% of quarterly billing) representing over \$7K in late fees. Two accounts were ultimately shut off for non-payment but both have been returned to service.
3. **Water Quality** – Routine Mar. testing completed; bacteria = absent and distribution = normal. Annual water quality compliance report (“CCR”) completed per NHDES requirements and submitted (so far) to Pennichuck and large multi-family and public facilities in town. Q1 DBP report submitted to NHDES.
4. **Water Use/Diversion** – Water usage remains seasonally low, and the pond and wells remain reasonably “full.” The brook diversion has not been opened up during March to date.
5. **Pike Quarry** – Since the writing of the last report, no blasts have occurred. A blast is scheduled for 3/31. The new seismograph data collection period was initiated for the 2022 season.
6. **Training** – Staff attended the 3/9 DigSafe *Excavation Safety Webinar* and the 3/24 NHWWA *Annual Meeting*.
7. **Planning & Construction** – Continued coordinating with Town, Underwood Engr., Tata & Howard, Sewer Dept. and developers re: infrastructure funding strategy and the extension up Hackett Hill Rd. to a new proposed warehouse at Granite Woods, including the approval of an extension of the Precinct boundaries to the west side of RT93 and a Town Council meeting on Mar. 9<sup>th</sup>. Attendance at Mar. 16<sup>th</sup> EDC and Mar. 21<sup>st</sup> PB meetings. Preliminary coordination with Otterson parcel developer re: water availability/options. Review/consideration of Bow water system operations RFP and attendance at Mar. 23<sup>rd</sup> pre-bid meeting. TRC meeting (Mar. 7<sup>th</sup>) and preliminary comments re: proposed car wash at 1554 Hooksett Rd. Coordination with Sewer Dept. and CHWP re: project permitting and plan review coordination. Research and coordination on cell tower leases and lease fees in association with Manor Drive Tank site project.
8. **Mapping & GIS** – Met w/T&H on Mar. 29<sup>th</sup> to discuss upcoming Open House tentatively scheduled at the South Station the first week of May. Finalized preparation and submittal of water audit documentation for GIS project. Ongoing coordination re: sale of rear of 31 Pine St (sanitary protective well radius).
9. **Pump House/SCADA** – N/A.
10. **New Sources** – Requested assistance from local developer with well site west of river. Ongoing coordination re: the proposed interconnection with the Town of Bow.
11. **Cross-Connection Control** – Began Spring 2022 backflow testing.
12. **Misc. Field Projects** – Responded to various mark-out and customer requests. Continued to investigate anomalous meter/backflow situations and install new meters; 44 installed since February and total so far = 1066. Shutoffs, finals and bacteria samples completed as needed.

Plowing, shoveling and sanding at all stations, tanks, office and hydrants as needed. Continued evaluation of 2021-22 meter testing program results. Finished new office stairway. Inspected Nissan, Ford and Silverado (admin).

13. **DES Sanitary Survey** – Reviewed funding application deadlines w/NHDES. Met w/ owner of 1621 Hooksett Rd. re: alternative tank site options. Met w/ T&H on Mar. 15<sup>th</sup> re: ongoing project coordination.

APPROVED